



JOB OPPORTUNITY

CALIFORNIA DEPARTMENT OF INSURANCE

PROGRAM TECHNICIAN II

\$2,638 - \$3,209

PRODUCER LICENSING

SACRAMENTO

RESPONSIBILITIES:

Under general direction, the incumbent performs a variety of duties involving the review and processing of technical, sensitive and complex insurance licensing related documents. Specific tasks include but are not limited to:

- Process miscellaneous documents (including but not limited to: certification/clearance requests, address changes, on/off stops, action notices, organization endorsements, bonds, renewals, and duplicate license requests);
- Answer inquiry calls from the general public and insurance industry;
- Provide oral and written communication with license applicants, licensees, and the general public regarding insurance producer licensing;
- Establish and update insurance producer's computer records;
- Determine individual applicant's license qualifications by interpreting established laws, regulations, policies and procedures; and,
- Perform other duties as required.

DESIRABLE QUALIFICATIONS:

Candidates should possess the ability to work independently; possess good interpersonal and communication skills both verbal and written. Dependability, ability to follow directions, initiative, resourcefulness, good judgment and the ability to work cooperatively with others and deal tactfully with the public are also essential.

WHO MAY APPLY:

Applications will be accepted only from employees at the Program Technician II level, those within transfer range, or those with list eligibility. Training and Development Assignments may be considered only if necessitated for recruitment purposes. All applications will be reviewed; however, only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. ***All applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, or Training and Development Assignment) on the state application.***

APPLICATION PROCEDURE:

Send a completed standard State of California application to Tina Brown, Department of Insurance, Human Resources, 300 Capitol Mall, Sacramento, CA 95814. **Please indicate "Program Technician II #413-145-9928-007" on the State application.** For additional information, please call (916) 492-3351 or e-mail brownt@insurance.ca.gov

FINAL FILING DATE: July 15, 2012 – Close of Business (5:00 pm)

NOTE: Interested individuals, including list eligibles, must submit applications by the final filing date in order to be considered for this position.

06/21/12 tb

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.
